

GENERAL SERVICES ADMINISTRATION  
WASHINGTON, DC 20405

January 22, 1976

GSA BULLETIN FPMR B-62  
ARCHIVES AND RECORDS

TO : Heads of Federal agencies

SUBJECT: Records scheduling

1. Purpose. This bulletin summarizes the requirements of FPMR 101-11.4 and reminds all Federal agencies of their responsibility (a) to review for possible reduction the retention periods of all nonpermanent records, and (b) to submit to the National Archives and Records Service updated comprehensive records control schedules by December 31, 1976.
2. Expiration date. This bulletin expires December 31, 1976.
3. Background.

a. In the past 3 years the National Archives and Records Service has engaged in a major effort to identify the permanently valuable records of the Federal Government and to assist Federal agencies in the prompt and orderly reduction in the retention periods of records of temporary value. This effort has involved the reemphasis and amplification of the requirements governing records disposition as set forth in the Federal Property Management Regulations (41 CFR 101-11.4). These requirements were specified in GSA Bulletins FPMR B-38 and B-49. GSA Bulletin FPMR B-38 announced the policy that Federal records centers would no longer routinely accept transfers of unscheduled records from Federal agencies. GSA Bulletin FPMR B-49 established the date of June 30, 1975, for Federal agencies to schedule all records without definitely established retention periods. Almost every Federal agency has sought to comply with the terms of this bulletin through the submission of Standard Form 115, Request for Records Disposition Authority, for major series of unscheduled records. Some agencies were not able to meet the deadline. These agencies have renewed their commitments to submit Standard Form 115 for their unscheduled records in the near future.

b. In response to agency needs for assistance in meeting their responsibility for scheduling records, the National Archives and Records Service has made records disposition seminars available to all agency

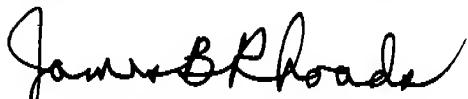
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records officers and records personnel in the Washington, DC metropolitan area. GSA Bulletin FPMR B-54 announced procedures to use in arranging these seminars. A number of agencies have already taken advantage of this offer. The seminars continue to be available through the Records Disposition Division, Office of Federal Records Centers.

4. Procedures.

- a. Those agencies that have not submitted SF 115 for their unscheduled records should do so immediately. Unscheduled records are (1) those that have not been submitted to NARS for disposition approval and (2) those records on approved schedules that are listed variously as "retain," "indefinite," or "permanent," and have not been appraised by NARS for their archival value.
- b. All nonpermanent records should be reviewed, and, whenever possible, shorter retention periods should be recommended to NARS through submission of Standard Form 115.
- c. Each agency should publish an updated comprehensive records control schedule and submit it to NARS by December 31, 1976. A comprehensive schedule lists all records of an agency, whether temporary or archivally permanent, and contains precise instructions regarding the future disposition of the records.



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